

Public Defender Commission Proposed Operating Procedures

- **Governing Body:** The Commission shall direct and supervise the Montana public defender system and the Office of the State Public Defender. The Commission shall appoint a Chief Public Defender to assist the Commission in carrying out its duties.
- **Attendance/participation:** Members are strongly encouraged to attend meetings. A member may not designate an alternate representative to represent the member on occasions when the member cannot attend.
- **Quorum:** At least six voting members must be present before action may be taken.
- **Voting:** Each member of the Commission has one vote.
- **Chair/Vice-Chair:** The Commission will elect a Chair and a Vice-Chair. Each will be elected by the Commission to serve a one-year term.
- **Meetings:** The Commission shall meet as determined by the Chair. The Chair may create workgroups that may meet as needed. Meetings will be conducted following Robert's Rules of Order, except the Chair shall vote.
- **Support staff:** The Office of the State Public Defender will provide technical and administrative support for the Commission. The Department of Administration will assist the Office and Chief Public Defender during fiscal year 2006 or at the request of the Office.
- **Agendas:** Agendas and other materials will be prepared by the Chief Public Defender's staff and made available to members at least one week preceding each meeting. Items requiring Commission action will be noted on the agenda. Members are encouraged to contact the Chief Public Defender with suggested agenda items.
- **Communications with other Entities:** Minutes of Commission meetings and adopted policies will be published on the Web.
- **Expense Reimbursement:** Mileage, meals and lodging expenses will be reimbursed according to 2-15-124(7) and 5-2-302 MCA. During fiscal year 2006, Commission members are entitled to \$50 for each day they are conducting official business.